

KENTUCKY STATE BOARD OF HAIRDRESSERS AND COSMETOLOGY

CANDIDATE INFORMATION BULLETIN- NAIL TECHNICIAN EXAMINATION

The Candidate information Bulletin is intended for your use in preparing for and understanding the process and procedures for applying for licensure and scheduling to test.

Eligibility Requirements

A candidate who wishes to obtain a Nail Technician license must pass both a theory and a practical examination. To qualify to take either of these examinations, a candidate must:

1. Be at least 16 years old;
2. Properly complete a Licensure Application;
3. Pay required fees;
4. Have a 10th grade education or equivalent and;
5. Have successfully completed a 600- hour course of instruction in a board-approved school.
6. In order to qualify for practical only, an individual must be currently licensed for at least two (2) years in another state.

You must present your **Admission Notice To Test**, provided by State Board Office with a **recent 2X2 individual head shot type photo attached along with one form of identification with a photograph and your signature (i.e. driver's license or passport) at the test site for the theory and practical examination** in order to be admitted to the examination room. The identification must be current, clearly recognizable or you may not be admitted to test. If your photo does not have a signature, you must bring a second form of signature identification. It is your responsibility to be at the test center on time. Candidates will not be permitted into the examination room after your scheduled testing time. It is strongly suggested that you visit the site before the day of the examination so you are familiar with the route and the travel time. **Only Candidates reporting for examination will be permitted in the waiting area, no guests allowed in the testing facility.** This is a quiet area and anyone causing a disturbance will be asked to leave. No one is permitted to bring anyone into the examination area.

General Policies and Procedures for Theory and Practical Examination:

Security Policies: Suspected security breaches during either the theory or practical test administrations, such as an act of impersonation, creating a disturbance, giving or receiving unauthorized information or aiding other candidates, attempting to remove test information by any means, possessing prohibited materials or sharing supplies may be sufficient cause to dismiss you from the examination site or to invalidate or cancel your scores. Suspected breaches may be identified by observation or suspicion by the test center staff, or may be evidenced by subsequent statistical analysis of examination materials. Examiners reserve the right to investigate each incident of misconduct and will report such incidents directly to the Board. The Board will make all final decisions on examination score invalidations or cancellations.

Prohibited Items: No food, beverages, notebooks, magazines, backpacks, briefcases, hats, caps, reference books or electronic devices such as cameras, walkmans, radios, tape players, portable fax machines, cellular telephones, calculator watches, reproduction equipment, beepers or pagers are permitted in examination room. If any of the aforementioned items are found in a candidate's possession, the Test Center Administrator will collect the item until the end of the examination and provide a written report of the incident to the Board. Smoking or the use of tobacco is strictly prohibited in the examination room. The Board is not responsible for any personal items brought into the examination site. We suggest you lock personal items in your car.

Environmental Distracters: Although every attempt is made to provide a quiet and comfortable test environment, noise and room temperature may be an unforeseen and unavoidable distracter. It is suggested that you wear the type of clothing that would allow you to adapt to a cooler or warmer climate at the testing site.

Emergency Policy: In the event of inclement weather or similar emergency, a scheduled examination may be canceled or delayed. However, this decision is made only in rare instances and the discretion of the Board.

Refunds and Rescheduling Policies: Refunds of examination fees are not made.

Section 12. (1) Except as provided by subsections (2) or (3) of this section, any applicant that fails to report for examination on the date in which the applicant was notified shall submit an examination application and pay the examination fee as required by 201KAR12:260 prior to being rescheduled for examination.

(2) The board shall waive the examination fee under the following circumstances:

(a) Illness or medical condition of the applicant that prohibits the applicant from reporting to the examination;

(b) Death, illness, or medical condition in the applicant's immediate family that prohibits the applicant from reporting to the examination;

(c) Car trouble or interstate closure on the way to the examination site that prohibits the applicant from arriving at the scheduled time; or

(d) For not more than two (2) consecutive examination periods, the applicant contacts the office of the board not later than two (2) business days prior to the scheduled examination.

(3) The board may waive the examination fee for other reasonable circumstances beyond the applicant's control.

Reexamination Candidates: If a candidate fails the examination, he or she will be required to retake the portion of the exam failed provided a retake application is completed and submitted with the appropriate examination fee by the posted deadline.

Confidentiality: Test results are confidential and are not provided over the telephone or to any other individual except the candidate.

CONTENT FOR THE PRACTICAL EXAMINATION:

SPECIAL INSTRUCTIONS

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination.
- Candidates are required to bring their own kit with sufficient quantity of supplies in sanitary condition. This includes the required implements in proper working order, and protective drapes. The kit must be kept closed except when removing materials for a particular service. The kit will be used during the examination as dry storage and is considered part of the work area.
- All examinations are administered in a testing environment. Candidates should bring a container of water as needed for any section of the examination. All water and their containers must be taken with the candidates and may not be disposed of at the testing facility.
- Candidates are evaluated at all times. Continue demonstrating until you have completed the entire section.
- Candidates will be given 10 minutes for client protection and to set up the general supplies that they will use throughout the examination.
- Candidates will also be given 2 minutes to set up the supplies for each section of the examination
- The verbal instructions will be read twice for each section of the examination. Each examination section has a maximum time allowance. Once you have completed all tasks in the section please step back to indicate that you are finished. In the event that all candidates complete the section before the time has elapsed the examiners will proceed to the next section of the examination.
- Candidates must follow all appropriate public protection and infection control procedures during all phases of the practical examination that will ensure the health, safety, and welfare of the public. In the event of a blood spill candidates will be expected to follow the proper Health and Safety Standards. Failure to do so may result in your dismissal from the examination.
- All sculptured nail products must be ODORLESS
- Manufacturer's labels are required on all disinfectants and sanitizers.
- **Lab coat or smock** that does not disclose the school where training occurred (**NO APRONS, OR BIBS ARE PERMITTED**).

MANNEQUIN(S)

Models are not permitted for the cosmetology examination. It is the candidate's responsibility to appear at the practical examination with their mannequin head and hand. Artificial eyelashes shall be applied to the top eye lids.

Mannequin hand(s): Candidates are required to bring two (2) complete mannequin hands for the practical examination. Mannequin hands with digital fingers (trainer hands) are **NOT** permitted during the examination. Single digit fingers are not allowed. Prior to reporting to the examination candidates **MUST** apply a set of artificial nail to both mannequin hands (any glue is permissible that will hold the nails in place). The artificial nails must cover the entire nail bed of each finger. Upon completion of the practical examination, all nails on both hands must be uniform in length and shape.

NAIL TECHNICIAN (MANICURIST) PRACTICAL EXAMINATION CONTENT SECTIONS

The Examination includes (7) core domain services. The core domain services are as follows:

Core Domain Services

Set Up and Client Protection	Nail Tip without Overlay Application
Nail Wrap tip with fabric Overlay	Acrylic Sculptured (pink and white)
Acrylic Sculptured (fill-in) (pink and white)	Basic manicure with Polish
Nail Tip with Acrylic Overlay Application (pink and white)	

SET UP AND CLIENT PROTECTION (10 MINUTES)

Verbal Instructions:

“You will now set up ALL supplies that you will use throughout your examination.”

“You will also set up the supplies for the basic manicure section of this examination.”

“You will perform the client protection section of this examination.”

“You will be expected to follow all safety and infection control procedures.”

“You will have 10 minutes to complete this section.”

“You will be informed when you have 5 minutes remaining.”

“Once you have completed each section, please turn the hand away from you to indicate to the examiner that you have completed the section.”

(1) Are there any question? (2). “You may begin.”

NAIL TIP APPLICATION WITHOUT OVERLAY (10 MINUTES) Little finger

Verbal Instructions:

“You will now perform the nail tip without overlay section of this examination.”

“You will be observed for preparation, infection control, application, filing and the final appearance of the nail.”

“You will apply a nail tip without overlay to the little finger only.”

“You will be expected to follow all safety and infection control procedures.”

“You will have 10 minutes to complete this section.”

“You will be informed when you have 5 minutes remaining.”

(1) Are there any questions?” (2) You may begin.”

Candidates will be evaluated on the following tasks:

Preparation

- Sanitizes mannequin’s finger

Demonstration of Nail Tip Application

- Pushes back cuticle area
- Removes shine from nail plate
- Nail plate and cuticle areas are free of dust
- Selects a nail tip that matches width of nail
- Glues nail tip to natural nail
- At least ½ of nail plate remains uncovered

Demonstration of Filing

- Shapes free edge
- Removes shine from nail tip

Final Appearance of Nail

- Cuticle area is free from glue
- Cuticle area remains undamaged
- Free edge is smooth and even
- Tip is flush with natural nail surface
- Hyponychium is free from glue
- Underside of nail tip is free from glue
- All nails shall be uniform in length and shape

Safety and Infection Control

- Properly disposes of soiled materials
- All bottles and jars are properly capped when not in use
- Maintains hands and work area in a safe and sanitary condition

NAIL WRAP WITH TIP (10 MINUTES) Ring finger

Verbal Instructions:

“You will now perform the nail wrap section of this examination.”

“You will apply a nail tip to the ring finger.”

“You will wrap the nail to which you have just applied a tip.”

“You will be observed for preparation, infection control, application, filing, and the final appearance of the nail.”

“You will be expected to follow all safety and infection control procedures.”

“You will have 10 minutes to complete this section.”

“You will be informed when you have 2 minutes remaining.”

(1) Are there any questions?” (2) You may begin.”

Candidates will be evaluated on the following tasks:

Preparation

- Sanitizes mannequin’s finger

Application of Nail Wrap Product:

- Follows manufacturer's directions
- Applies glue to nail plate
- Applies material over nail surface
- Trims material to fit nail
- Applies glue over nail wrap
- Cuticle area remains free of glue

Demonstration of Filing

- Rolls back sidewalls
- Shapes free edge
- Files nail product
- Buffs nail

Final Appearance of Nail

- Cuticle area remains undamaged
- Finished nail is smooth, even and beveled
- Curve of nail is balanced
- Natural nail is covered by product
- Cuticle area remains free of product
- All nails shall be uniform in length and shape

Safety and Infection Control

- Disposes of soil material in a sanitary manner
- All bottles and jars are properly capped when not in use
- Maintains hand and work area in a safe and sanitary condition

SCULPTURED NAIL (PINK AND WHITE) (10 MINUTES) Middle finger

Due to health and safety issues associated with Methacrylate Polymers (MMA), it is required that odorless sculptured nail products be used for the practical examination.

Read these instructions:

“All candidates are required to use odorless products for the sculptured nail section of this examination. Each candidate will be instructed to open their sculptured nail liquid to ensure that all candidates are complying with this requirement.”

Verbal Instructions:

“You will now perform the sculptured nail section of this examination.”

“You will apply one pink and white sculptured nail using an odorless product to the middle finger.”

“You will be observed for preparation, infection control, application, filing, and the final appearance of the nail.”

“You will be expected to follow all safety and infection control procedures.”

“You will have 10 minutes to complete this section.”

“You will be informed when you have 2 minutes remaining.”

(1) Are there any questions? (2) “You may begin.”

Candidates will be evaluated on the following tasks:

Preparation

- Sanitizes mannequin’s finger

Application of Sculptured Nail Product

- Pushes back cuticle area
- Removes shine from nail plate
- Nail plate and cuticle areas are free of dust
- Applies primer safely
- Applies nail form to fit snugly against free edge area
- Applies product to extend free edge
- Applies product to cover nail plate
- Cuticle area remains free of product

Demonstration of Filing

- Rolls back sidewalls
- Shapes free edge
- File nail product
- Buffs nail

Final Appearance of Nail

- Cuticle area remains undamaged
- Finished nail is smooth, even and beveled
- Curve of nail is balanced
- Natural nail is covered by product
- Cuticle area remains free of product
- All nails shall be uniform in length and shape

Safety and Infection Control

- Disposes of soiled materials in a sanitary manner
- All bottles and jars are properly capped when not in use
- Maintains hands and work area in a safe and sanitary condition

ACRYLIC FILL-IN (10 MINUTES) (PINK AND WHITE) Index finger**Verbal Instructions:**

“You will now perform the acrylic fill-in section of this examination.”

“You will apply the acrylic fill-in to the index finger.”

“You will be observed for preparation, infection control, application, filing, and the final appearance of the nail.”

Preparation

- Sanitizes mannequin’s finger

Application of Acrylic Fill-In

- Pushes back cuticle area
- Removes shine from natural nail plate
- Blends fill-in ledge (file)
- Nail and cuticle area are free of dust
- Apply primer safely
- Apply product to fill-in area and reinforce stress area
- Cuticle area remain free from product

Demonstration of Filing

- Rolls back sidewalls
- Shapes free edge
- Files nail product
- Buffs nail

Final Appearance of Nail

- Cuticle area remains undamaged
- Finished nail is smooth, even and beveled
- Curve of nail is balanced
- Natural nail is covered by product
- Cuticle area remains free of product
- Fill in line is completely invisible
- All nails shall be uniform in length and shape

Safety and Infection Control

- Disposes of soiled materials in a sanitary manner
- All bottles and jars are properly capped when not in use
- Maintains hands and work area in a safe and sanitary condition

TIP WITH ACRYLIC OVERLAY (10 MINUTES) (PINK AND WHITE) Thumb finger

Verbal Instructions

- “You will now perform the tip with acrylic overlay section of this examination.”
- “You will apply the tip with acrylic overlay to the thumb.”
- “You will be observed for preparation, infection control, application, filing, and the final appearance of the nail.”

Preparation

- Sanitizes mannequin’s finger

Demonstration of Nail Tip with Acrylic Overlay

- Push back cuticle area
- Removes shine from natural nail plate
- Nail plate and cuticle area are free of dust
- Selects nail tip that matches width of nail
- Glues nail tip to nail
- Trims tip
- Blends tip line
- Nail plate and cuticle area are free of dust
- Applies primer safely
- Applies product to cover nail tip and nail plate
- Cuticle area remains free of product

Demonstration of Filing

- Rolls back sidewalls
- Shapes free edge
- Files nail product
- Buffs nail

Final Appearance of Nail

- Cuticle area remains undamaged
- Finished nail is smooth, even and beveled
- Curve of nail is balanced
- Natural nail is covered by product
- Cuticle area remains free of product
- Tip line is completely invisible
- All nails shall be uniform in length and shape

Safety and Infection Control

- Disposes of soiled material in a sanitary manner
- All bottles and jars are properly capped when not in use
- Maintains hands and work area in a safe and sanitary condition

BASIC MANICURE (20 MINUTES) Full hand

In order for implements to be considered sanitary the tips of the implement must be submerged fully into the disinfectant to be considered sanitized. There are chairs available for this section of your examination.

Verbal Instructions:

“You will now perform the manicure section of this examination.”

“You will demonstrate a complete manicure on one hand only.”

“You will be observed for client preparation, filing, pushing, massaging and polishing.”

“You will be expected to use a red or dark color polish.”

“You will be expected to follow all safety and infection control procedures.”

“You will have 20 minutes to complete this section.”

“You will be informed when you have 10 minutes remaining.”

“Upon completion of the manicure section of this examination, please turn the hand away from you to indicate that you are finished.”

(1) “Are there any questions?” (2) “You may begin.”

Candidates will be evaluated on the following tasks:

Preparation

- Sanitizes hands
- Disinfects work area or uses protective covering
- Sets up work area with supplies labeled in English
- Sets up implements that are visibly clean and sanitary (including files)
- Submerges implements in wet sanitizer
- Places protective covering on table
- Re-sanitizes hands
- Sanitizes hand to be manicured

Demonstration of Filing

- Holds skin away from sides of nail while filing
- Files nails from outside edge to center
- Avoids filing to deeply into corners
- Avoids filing on top of nail plate
- Establishes uniform length
- Establishes uniform shape

Demonstration of Cuticle Care

- Immerses fingers in bowl
- Dries hand and nails
- Applies cuticle cream or remover
- Pushes back cuticle area safely
- Demonstrates use of cuticle nippers safely

Demonstration of Hand Massage

- Applies massage product
- Maintains continuous contact
- Massages hands and fingers

- Cleanses cream from each nail

Verbal Instructions:

- :You will now perform the polish section of this examination.”
- “You will apply red polish to two (2) nails and French polish to three (3) nails on the manicured hand.”
- “You will be expected to follow all safety and infection control procedures.”

Demonstration of Polish Application

- Applies a base coat
- Applies red polish to two (2) nails and French polish to three (3) nails
- Applies a top coat

Final Appearance of Nails

- Polish covers entire nail plate
- Polish application is smooth
- Skin surrounding nail is free of polish
- All nails shall be uniform in length and shape

Safety and Infection Control

- Disposes of soiled material using infection control procedures
- Maintains work area in a safe manner throughout service

Final Clean Up

At the conclusion of the practical examination, candidates must make sure that all kit supplies and disposable materials are taken with them. Candidates may not dispose of waste materials in the trash receptacle, as they are unable to accommodate all waste materials from every candidate that takes the examination.

GENERAL SUPPLIES

ALL SUPPLIES MUST BE LABELED IN ENGLISH

For safety reasons, all kits must be able to fit completely under the table area.

- Lab coat that does not disclose the school where training occurred (**NO APRONS, or BIBS, will be permitted**)
- Dry storage kit/container
- Hand sanitizer
- Wet sanitizer with approved disinfectant
- Two mannequin hands with artificial nails attached(trainer hands are **NOT** permitted)
- Spray disinfectant
- Disposal bag for waste materials
- Cloth and paper towel(s)
- Cotton
- Tape
- Container of clean water
- Container for disposal of used water

Basic Manicure Supplies

- Bowl and container of water
- Cuticle cream/remover
- Filing and buffing implements
- Cuticle pusher
- Cuticle nippers
- Nail brush
- Hand lotion or massage product

Nail Tip and Nail Wrap Supplies

- Cuticle pusher
- Nail tips and adhesive
- Nail wrap material
- Filing and buffing implements
- Scissors

Sculptured/Tip Overlay Nail Supplies

- Cuticle pusher
- Sculptured nail products (powder, primer, “odorless” liquid)(The product must be in its original container with the manufacturer’s label indicating that it is “odorless”).
- Sculptured nail brush
- Liquid and Powder containers
- Filing and buffing implements
- Sculptured nail forms
- Tips
- Adhesive

Polish Supplies

- Polish remover
- Base coat/top coat
- Red polish
- French polish

**THIS IS BEING PROVIDED TO EACH APPLICANT FOR INFORMATION ONLY:
BLOOD SPILL PROCEDURE**

If a blood spill should occur, the following steps **MUST** be followed:

SUPPLY INJURED PARTY WITH LIQUID STYPTIC/ANTISEPTIC AND THE APPROPRIATE DRESSING TO COVER THE INJURY.

DOUBLE BAG ALL BLOOD-SOILED (CONTAMINATED), ARTICLES AND LABEL WITH RED OR ORANGE BIOHAZARD WARNING. This is the responsibility of the candidate and should be executed as follows:

CANDIDATE INJURY- FOR EXAMINATION PURPOSES

PROTECTION- If a cut is sustained, stop the service and clean the injured area.

APPLY- antiseptic and/or liquid or spray styptic as appropriate (see NOTE)

DRESSING- cover the injury with the appropriate dressing

COVER- injured area with finger guard or glove as appropriate.

CLEAN- model/client and station as appropriate.

DOUBLE BAG and dispose of all contaminated objects. Clean hands with antimicrobial cleaner.

RETURN to service

EXAMINATIONS:

EXAMINER IS TO USE UNUSED DISPOSABLE LATEX GLOVES OR NON-ALLERGENIC EQUIVALENT WHEN CHECKING THAT CANDIDATE'S SERVICE. DOUBLE BAG AND DISPOSE USED GLOVES.

FOLLOW WITH ANTIMICROBIAL SCRUB ON HANDS.

DOCUMENT INCIDENT IN BLOOD SPILL LOG.

NOTE: DO NOT ALLOW CONTAINERS, BRUSHES, NOZZLES OR LIQUID STYPTIC TO TOUCH THE SKIN OR CONTACT THE WOUND. USE AN APPLICATOR, EXAMINERS SHOULD ALSO COMPLETE AN INCIDENT REPORT.

WET DISINFECTION STANDARD

All tools and implements, **EXCEPT THOSE THAT HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS**, must be disinfected, at minimum, by immersion in an EPA registered, bactericidal, virucidal, fungicidal, and pseudomonacidal (Formulated for Hospitals) disinfectant that is mixed and used according to the manufacturer's directions.

All tools and implements **WHICH HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS** must be disinfected, at minimum, by complete immersion in an EPA registered disinfectant that is effective against HIV-1 and human hepatitis B Virus or Tuberculocidal that is mixed and used according to the manufacture's directions.

DRY STORAGE STANDARD

Disinfected implements must be stored in a disinfected, dry, covered container and be isolated from contaminants.

HAND WASHING

(Anti-Bacterial soap is recommended)

Thoroughly wash hands and the exposed portions of arms with antibacterial soap and water before providing services to **each client** and after smoking, eating, and using the restroom.